



CALIFORNIA STATE TREASURER'S OFFICE JOB OPPORTUNITY

CLASS: Associate Business Management Analyst
Associate Governmental Program Analyst
TENURE: Permanent
TIME BASE: Full-Time
SALARY: \$4400 - \$5348

Will consider both classes for recruitment purposes

DUTIES:

Under the direction of the Staff Services Manager I, the incumbent is responsible for the most complex analytical and technical work in the business services area for the State Treasurer's Office and Authorities, Boards and Commissions.

DESCRIPTION OF ESSENTIAL FUNCTIONS:

- Researches and analyzes problems, develops solutions and makes recommendations for actions relative to the award, execution and acceptance of contract documents.
- Develops and implements new contract policies and procedures and revises existing contract policies and procedures.
- Negotiates and develops contracts, interagency and standard agreements, amendments, bids, proposals, coordinates with prospective bidders, Legal Office and regulating agencies.
- Develop and conduct training relative to emergency evacuation and preparedness.
- Review and revise emergency handbook as necessary.
- Monitor employee participation in training, coordinate sessions as necessary for new employees of the State Treasurer's Office.
- Analyze and make recommendations to management staff on various management problems involved in directing business services activities.
- Analyze and develop programs for the effective procurement and utilization of office space, communication systems, forms, supplies and equipment.
- Maintain effective interaction with staff, contractors, vendors, builders exchanges, and other governmental agencies.
- Coordinates with other staff on special projects.
- Develop correspondence and gather data for preparation of various reports.
- Assist department management and employees on a wide range of business services activities.
- Respond to incoming calls and correspondence.
- Prepare service orders, purchase orders, work orders and print orders, stock receiving, tagging property and updating property data base.
- Assist Staff Services Manager I in the day to day activities of the business services operation.

DESIRABLE QUALIFICATIONS:

- Ability to communicate effectively
- Ability to establish and maintain cooperative relationships with those contacted
- Ability to recognize problems and take action to correct them
- Ability to work on multiple concurrent projects or problems
- Ability to work with Microsoft Word, Excel and Access or similar applications
- Good work habits and dependability
- Initiative, resourcefulness and good judgment

CONDITIONS OF EMPLOYMENT:

Fingerprinting and Background Check are required.

WHO SHOULD APPLY:

Individuals who possess the qualifications listed above and are interested in a lateral transfer or have employment list eligibility as an Associate Business Management Analyst or Associate Governmental Program Analyst.

This position is subject to SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply. Employees in the State Treasurer's Authorities and Commissions are encouraged to apply if interested in the position. **ONLY THE MOST QUALIFIED APPLICANTS WILL BE CONSIDERED.**

Please state the source of your eligibility (i.e. list eligibility and score, SROA, surplus employee, reinstatement, etc.). If you do NOT indicate the source of your eligibility, you may not be considered for an interview. Also, write the number "820-200-4742-001" next to the classification on your application/resume, i.e., Associate Business Management Analyst or Associate Governmental Program Analyst (820-200-4742-001).

FINAL FILING DATE:

Applications will be accepted **until filled**.

SUBMIT APPLICATIONS TO:

Cecilia Sanchez
Personnel Office
State Treasurer's Office
915 Capitol Mall, Room 538
Sacramento, CA 95814

IF YOU HAVE QUESTIONS, PLEASE CALL:

PUBLIC (916) 653-3100
CALNET (916) 453-3100

An equal opportunity employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability religious or political affiliation, age or sexual orientation. The State Treasurer's Office complies with the Americans with Disabilities Act (ADA). If you need additional information or assistance, please contact the State Treasurer's Office at (916) 653-4076 or TDD (916) 654-9922.

